

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

July 6, 2006

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the East Conference Room, Joe R. Williams Building, in Boise. Vice-Chairman Wills called the meeting to order at 1:05 p.m.

Members Present:

Gary Aman, Owyhee County Sheriff (via telephone)
Clint Berry, Qwest, Boise
Bill Bishop, Director, Bureau of Homeland Security
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary (via telephone)
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Kevin Quick, Chief, Pocatello Fire Department
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (via telephone)
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Rich Wills, State Representative, Commission Vice-Chairman

Members Absent:

Teresa Baker, Ada County Prosecutor's Office
Matt Beebe, Commissioner, Canyon County Commission
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Troy Hagen, Director, Ada County Paramedics

Others Present:

Joe Roche, Department of Administration (ADM)
Lex Rutter, Department of Administration
Rebecca Fry, Department of Administration
Robin Finch, Department of Administration
Nikki Jansen, Ada County Sheriff's Office
Dodie Collier, Statewide Interoperability Executive Council (SIEC)

Matt Howarth, Motorola
Valerie Fend-Boehm, Idaho Bureau of Emergency Medical Services
Eddie Goldsmith, Statewide E911 Project Manager
Scot Maring, Department of Administration

Appointment/Reappointment Announcement

Vice-Chairman Wills announced that the Governor had appointed Chief Kevin Quick of the Pocatello Fire Department to represent the Idaho Fire Chiefs Association and Director Troy Hagen of Ada County Paramedics to represent the Idaho Emergency Medical Services (EMS) Association. He also announced that the Governor had reappointed Chief Dia Gainor to represent the State EMS Communications Center, Mr. James Lemm to represent the Wireless Telephone Industry, and himself (Representative Rich Wills) to represent the Public at Large. The terms of service for these appointments and reappointments will expire July 1, 2010.

Election of Officers

MOTION: Commissioner Berry moved and Commissioner Aman seconded that the Commission keep the current serving officers for another two-year term of service. The motion passed unanimously. Commissioner Nancolas will remain as Chairman, Commissioner Wills will remain as Vice-Chairman, Commissioner Cronin will remain as Secretary, and Commissioner Moore will remain as Treasurer.

Approval of Minutes

MOTION: Commissioner Cronin moved and Commissioner Moore seconded that the Commission approve the minutes of the June 1, 2006 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.

Financial Reports

Commissioner Moore, Treasurer, presented the financial report which shows that the Commission has collected \$109,258 in Fiscal Year 2006 (FY06) and has a current balance of \$186,569. He also presented a revised FY06 budget reflecting the salary, a vehicle, furniture, and other expenses for the Statewide E911 Project Manager. A copy of the revised FY06 budget is attached.

MOTION: Commissioner Moore moved that the amended FY06 budget be accepted.

When questioned if the Treasurer should make a motion on his own report, a substitute motion was made.

SUBSTITUTE MOTION: Commissioner Berry moved and Commissioner Gainor seconded that the amended FY06 budget be accepted. The motion passed unanimously.

Commissioner Moore also presented a draft FY07 budget for discussion. This draft provided for the office of the Statewide E911 Project Manager, Eddie Goldsmith, to remain in Blackfoot. A copy is attached.

MOTION: Commissioner Aman moved and Commissioner Bishop seconded that the proposed FY07 budget be accepted. Administrative Expenses covering DOA's support and Mr. Goldsmith's office expenses will not be broken out separately, there appears to be sufficient funds allotted to cover meetings and in-state travel expenses, and DOA's Administrative Support will not be reduced due to the additional management responsibilities of Mr. Goldsmith's position. **The motion passed unanimously.**

SIEC Report

Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC), provided the following update:

- The June 2006 meeting of the SIEC was postponed until July.
- SIEC is awaiting word from the Governor's Office on the appointment/reappointment of several members.
- The funding for the Bureau of Homeland Security at the federal level has been approved covering a two-year period.
- Ms. Collier represented the SIEC at both the Idaho Sheriff's Association meeting and the Association of Idaho Cities meeting in June.

The next meeting of the SIEC is July 27, 2006, in Building 440, Gowen Field, Boise, ID.

E911 Project Manager Report

Mr. Goldsmith reported the following:

- After traveling to northern Idaho to meet with several County Sheriffs and tour Public Safety Answering Points (PSAPs), he provided the following information:
 - No one has conducted an audit of 911 funds.
 - Normally the sheriffs are not in control of 911 funds and many do not know their costs. These are being handled by the elected officials and county clerks.
 - Information on how 911 money is being used will be needed for grant requests.
- Two cell phone companies are charging Canyon County for Phase I. In 1994, Federal Communications Commission (FCC) Docket 94-102 set the policy for Phase I and II, and it created a cost recovery method. In 1999, FCC Docket 99-352 removed that cost of recovery for cell phone companies. Canyon County should therefore not be paying fees for Phase I.
- Some counties are not aware of Master Street Address Guide (MSAG) updates.
- Several counties have Motorola central-linked phones and Motorola has notified them that support for these systems will go away. These PSAPs will be scrambling for new phone systems.

- There is a need for 911 training and education throughout the state.
- When the issue of consolidation was discussed, 50% were against it saying no one knows their counties better than they do. 50% supported consolidation. According to Mr. Goldsmith, there would be no loss of control if everything was set up correctly and personnel educated.
- Other items he found include:
 - Majority of the PSAPs do not have computerized mapping which is needed for Phase II.
 - Several PSAPs need telephones and mapping.
- Training is needed at the dispatcher level and it was a general consensus that a state level certification is needed.

Vice-Chairman Wills added that education is a key element as many people do not understand the 911 system. He also reaffirmed that the Idaho ECC is an advisory commission only and that it cannot usurp others' control. He further added that the Legislative Sub-Committee could look into the issue of state certification.

Mr. Goldsmith will provide Commissioners a brief synopsis once or twice a month on his findings concerning needs assessment.

Commissioner Cronin stated our \$100 annual membership fee is due for the National Association of State 9-1-1 Administrators (NASNA) and this may be a good time to transfer representative responsibilities to Mr. Goldsmith. She also said the October NASNA meeting will be in Indianapolis and she could attend in addition to Mr. Goldsmith in order to introduce him to the contacts she has developed.

MOTION: Commissioner Cronin moved and Commissioner Moore seconded that Mr. Goldsmith be the Idaho ECC contact for NASNA and that the Commission send both Commissioner Cronin and Mr. Goldsmith to the October NASNA meeting in Indianapolis. The motion passed unanimously.

It was also reaffirmed that a part of Mr. Goldsmith's duties is to serve as the Idaho ECC liaison to other state organizations and to become familiar with them.

Dealing with the Media

Commissioner Berry referenced a recent article about the Idaho ECC in "The Idaho Statesman" opening discussion on a protocol to deal with media inquiries. It was decided that, if possible, the protocol will be to refer all inquiries to a central contact and that the central contact is the Chairman. At times when an inquiry cannot be referred, the protocol is to answer the inquiry and then email the issue to all Commissioners and Eddie Goldsmith.

Vonage Update

Commissioner Baker could not attend the meeting and this report was postponed until the next meeting.

New Business

Future Meeting Coordination

The August 3rd meeting was originally scheduled to be held in Lewiston, ID, but will be held in McCall. The September 7th meeting will be held in Blackfoot. Both meetings will begin at 1:00 p.m. Scot Maring, ADM's staff support to the ECC, will coordinate the specific meeting locations and also coordinate transportation to the meetings.

Open Comment Period

There were no comments from the audience.

Adjournment

MOTION: It was moved by Commissioner Moore to adjourn the July 6, 2006 Idaho Emergency Communications Commission meeting at 2:13 p.m. The motion passed unanimously.

Representative Rich Wills, Vice-Chairman
Idaho Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

**E911 EMERGENCY COMMUNICATION COMMITTEE
FY 2006 BUDGET WORKSHEET**

(Fiscal Year 2006 Time Period: October 1, 2005 to September 30, 2006)

DESCRIPTION	FY 2006 Budget	Change in FY 2006 Budget	Revised FY 2006 Budget	ACTUAL Thru 06/30/06
COMMISSION AND MEETING EXPENSES				
Meeting Expenses	2,800		2,800	277
In-State Travel	14,000		14,000	1,773
Out of State Travel	3,000		3,000	
	19,800		19,800	2,050
ADMINISTRATIVE EXPENSES				
E911 Project Manager Salary		26,035	26,035	5,188
Office Space Rental		500	500	
Administrative Support	10,000		10,000	8,417
Education/Training	7,500	(7,500)	-	
Office Supplies	500	(450)	50	
Telephone	500	(232)	268	88
Printing and Binding	500	(500)	-	
Photocopying	1,000		1,000	154
Postage	500		500	16
Mediation (Legal)	2,000	(2,000)	-	
Consulting/Statewide E911 Assessment	50,000	(50,000)	-	
Administrative Rules	1,500	(1,388)	112	112
Contingency	3,700	(3,700)	-	
Homeland Security Grants	18,000		18,000	18,000

IN-STATE TRAVEL				
Fuel		1,000	1,000	203
Vehicle maintenance		150	150	
Lodging and per diem		6,000	6,000	691
OUT OF STATE TRAVEL				
Professional Membership fees		200	200	
FIXED ASSETS				
Vehicle		16,640	16,640	
Computer		2,400	2,400	
Desk & Chair		1,100	1,100	
	95,700	(11,745)	83,955	32,870
TOTAL ALLOCATED BUDGET	115,500	(11,745)	103,755	34,920

ASSUMPTIONS:

- >Meetings and travel: 8 meetings
- >Travel: 4 individuals (Assumes \$300 airfare, \$80 lodging, \$60 per diem per individual)
- >Administrative Support: comparable to quarterly meetings for Capitol Commission
- >Other expense categories: potential expenses that may be incurred
- >Not addressed in budget: Audit of County Remittance
- >Telephone allows \$0 for office phone, and \$180 for cell phone
- >Vehicle fuel is based on 10,000 miles
- >Lodging based on \$70/night x 60 nights; per diem based on \$30/day x 160 days

**E911 EMERGENCY COMMUNICATION COMMITTEE
FY 2007 BUDGET WORKSHEET**

DESCRIPTION	FY 2007 Proposed Budget	ACTUAL Thru
COMMISSION AND MEETING EXPENSES		
Meeting Expenses	2,000	
In-State Travel	6,367	
	8,367	0
ADMINISTRATIVE EXPENSES		
E911 Project Manager Salary	78,103	
Office Space Rental	3,000	
Administrative Support	10,000	
Office Supplies	250	
Telephone	1,200	
Printing and Binding	500	
Photocopying	200	
Postage	500	
Administrative Rules	2,000	
IN-STATE TRAVEL		
Fuel	2,000	
Vehicle maintenance	500	
Lodging and per diem	4,000	
OUT OF STATE TRAVEL		
APCO and NENA Conferences	3,325	
Professional Membership fees	200	
	105,778	0
TOTAL ALLOCATED BUDGET	114,145	0

ASSUMPTIONS:

>Meeting expenses include room rental, refreshments and material copy expenses
>Meeting Travel expense includes: lodging @ \$70/night x 2 nights x 13 members; per diem @ \$30/day x 2 days x 13 members;

Air fare @ \$150 x 1 trip x 13 members; mileage @ .445 x 3476 miles; rental car @ \$30/day x 9 days;
>Administrative Support: comparable to quarterly meetings for Capitol Commission
>Telephone allows \$600 for office phone, and \$600 for cell phone
>Vehicle fuel is based on 20,000 miles
>Lodging based on \$70/night x 40 nights; per diem based on \$30/day x 40 days
>Out of state travel: NENA Conference June 9-14, 2007, Charlotte, NC; APCO Conference August, 2007, Orlando, FL;

